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The problem of school dropouts was caused by consistent failure to achieve in regular school work, grade retention, reading retardation, and poor self-image. The Club's staff would help solve this problem through teaching, directing, and counseling boys in the areas of health, compatibility, respect, staying in school, planning educational goals, and developing skills that could be used in adult life. The objective was to provide the group leaders with a more definite program for guidance.

During the season it would be advisable for the leader to talk to each individual boy about his future plans at least once; similar meetings should be held at the end of the season. From May to September, staff members should be required to study the record cards of all boys in the Club. Also outlined topics of discussions might be prepared in advance and made available to the leader every month. Educational or vocational films or lectures could be scheduled one evening a month, or quarterly. During the year at least two seminars, each extending over a two-day or three-day period, should be held. Competitive essay and skit tournaments should be held, with education as one of the themes. The Boy's Club Record, a monthly publication written by and for the boys, was found to be a good medium for reaching all the boys.

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ERIC Form 1

THE BOYS' CLUB OF NEW YORK
EDUCATIONAL PROGRAM

Mulligan

A SUGGESTED GUIDANCE PROGRAM FOR COMBATING SCHOOL "DROP-OUTS"

INTRODUCTION

The following excerpt was taken from "The Early Employment Experience of Youth in Seven Communities 1952-1957," published by the U.S. Department of Labor in March, 1960.

> "...Millions of young workers will lack a high school education. Current trends indicate that about 7.5 million of the young people entering the labor force during the 1960's will not have completed high school, and that 2.5 million will not have completed even the eighth grade.
>
> When these young people look for work, many of them will meet difficulties...Employers' hiring standards and employment trends in different fields of work emphasize the importance of aiding and encouraging boys and girls to get all the education and training possible. Desire for a job and willingness "to work hard" or "to do anything" can no longer guaranty success to a young jobseeker. He must be able to do something. Employers are requiring a high school or college education for more and more jobs."

This excerpt emphasizes the acuteness of the problem of school "drop-outs" throughout the country. Although students drop out of school for many different reasons, the following causes seem to be the most prevalent.[1]

1. Consistent failure to achieve in regular school work
2. Grade retention
3. Reading retardation
4. Low intelligence
5. Family attitudes; economic level; occupation of parents; siblings
6. Non-acceptance by schoolmates or school staff
7. Self-image
8. Performance consistently below potential
9. Serious physical or emotional handicaps
10. Lack of interest in school; irregular attendance; record of delinquency

WHAT THE CLUB'S STAFF MIGHT DO TO HELP COMBAT THE SCHOOL "DROP-OUT" PROBLEM

With this information in mind, we are proposing that the Club's staff and all volunteer and part-time leaders play a more important and more conscientious role in encouraging and motivating boys to complete their high school education if we want them to become happier and more productive citizens. We are not an agency for formalized instruction, but since we work with thousands of boys each year, we would like to develop an organized guidance program beginning with the 1962-63 season, in which every program and every adult associated with it would be involved in teaching, directing, and counseling boys in these areas:

1. Maintaining good health and physical condition
2. Learning how to get along with others
3. Respecting the rights and property of others

---

1 School Drop-Outs, NEA Research Memo, NEA Research Division, August 1961.

4. Staying in school and completing their education
5. Planning their educational goals
6. Developing skills that can be used in adult life
7. Preparing themselves for the world of work.

Much of this has been informally taught by staff members ever since the Club opened its doors, but in a limited fashion. It's been done by showing a boy how to hit a ball; encouraging him to be a good sport; helping him to develop his body; giving him a chance to express himself; teaching him to respect the rights of others and their property; and guiding him towards employment and higher education.

Because our staff members are closely associated with hundreds of boys and generally know their good and bad attributes, troubles, joys, sorrows, aspirations, etc., the staff member is consequently in a strategic position to counsel and direct boys toward worthwhile goals. If the staff members, along with all part-time and volunteer leaders, are alert and properly organized, they can powerfully influence each boy's physical, emotional, moral, and educational development. Therefore, the following suggestions are being made with the hope that every boy might be assisted and guided in the areas mentioned above:

Group Club

The combined membership of the Jefferson Park, Pitt Street and Tompkins Square Buildings is now more than 7,000 boys. A large percentage of these boys belong to an organized group activity which is under adult supervision. Our objective is to provide the group leaders with a more definite program for guiding their groups.

First, we suggest that at the beginning of the year the group leader have each boy fill out an information card (3" X 5"), giving his name, address, age, school, grade, sports and hobbies, parent's occupation, and other items of information that might be appropriate. The card would be reviewed by the group leader then be left with the department head. The card would serve these five functions:

1. Better acquaint the leader with each boy
2. Help the leader understand the composition of the group
3. Enable the leader to gear his conversation and program specifically for his group
4. Better prepare the leader to guide individual boys
5. Indicate to the boys that someone is interested in them

During the season it would be advisable for the leader to talk to each individual boy about his future plans at least once. As a result of these interviews, the leader would get to know his boys better and would gain insight into each boy's educational and vocational perspectives. Should a boy indicate any problems of major importance such as the possibility of dropping out of school, serious illness, etc., the leader could then refer the boy to the department head for futher counseling.

The leader should also plan to have meetings with individual boys, at the conclusion of the season. At that time the leader would encourage his boys to return as a group the following year. A brief report of each boy's behavior and accomplishments should be written on the back of the information card and eventually transferred to the permanent record file in the Registrar's Office for future reference.

From May to September, staff members should be required to study the record cards of all boys in the Club. This would enable the staff member to know his boys better and to be in a better position to guide them during the following season.

Second, outlined topics of discussions might be prepared in advance and made available to the leader every month. The discussions would be held only after the pertinent program business had been completed by the group and would last only fifteen to thirty minutes. Caution should be taken to avoid the classroom stigma. The following topics might be considered for discussion:

1. What is the value of an education?
2. How to solve your problems.
3. Interesting summer experiences
4. Describing your hobby
5. A book I have enjoyed.
6. How to apply for a job.
7. What can be the outcome of drug addiction?
8. How and where to apply for working papers.

Discussion of each such topic might be continued over a series of meetings until the leader felt the topic had been exhausted. During the discussions, the leader would illustrate life situations by describing his own education and experiences in the world of work.

Educational and vocational literature would be obtainable from the educational office for distribution at group meetings. Reading and discussion of the material would be part of a reading project.

Another activity that might be explored is "role-playing." Here, boys would dramatize life situations as a tool for exploring the causes and solutions of human-relation problems. Themes such as "How to act when calling for a girl on a date" or "Selling yourself to an employer" might be used. The group would be encouraged to discuss and evaluate each "performance."

Third, educational or vocational films or lectures could be scheduled one evening a month, or quarterly. Groups holding regular meetings those evenings, and also all other Club members of the building, would be invited. Thus, many boys who might otherwise be overlooked would be exposed to one phase of the guidance program.

Fourth, during the year at least two seminars, each extending over a two-day or three-day period should be held. Topics for presentation should include the following general themes.

1. Planning your educational and vocational future
2. Where and how to apply for a job and how to "sell yourself" to an employer

These seminars could be handled efficiently by a staff member with the assistance of guest speakers.

Fifth, for both group and individual competition, a theme on education should be included in the skit and essay competitive tournaments. This would necessitate research work and consequently would encourage boys to use the library. Reading, writing, and thinking would be stimulated by this project.

Sixth, The Boys' Club Record, a monthly publication written by and for the boys, is an ideal medium for reaching all the boys. An article pertaining to education or vocational opportunities should be included in each issue. This article should be skillfully written, and the facts should be presented accurately.

These six suggestions are only a few of the many that might be considered. The department heads should develop whatever other activities they feel would enhance the guidance program.

Gymnasium and Swimming Pool

More attention should be given to training boys for leadership and for entering vocational fields involving physical education, health, and recreation. Leading athletes and teachers might be invited to talk to groups about employment opportunities in these fields, such as in teaching, coaching, or professional athletics. The staff members should also give occasional talks about the training that is necessary for these fields when they are helping boys to prepare for participation in competitive tournaments.

Boys who have displayed leadership ability could be invited to meet at least once a week for half an hour to get basic information about first aid, coaching, the rules of various games and sports, and leadership methods. These leaders-in-training should then be given opportunities to fill leadership positions to utilize what they have learned.

In the swimming pool, where swimming instruction is already scheduled, the coach should give good swimmers the responsibility of teaching other boys the fundamentals of swimming or life saving, under the coach's supervision.

Special Activities

Among the special activities offered in the Club's program are drama, playmakers, glee club, photography club and arts and crafts. These activities expose boys to areas that offer vocational opportunities. The activity leader's responsibility should be to encourage boys with strong talents and abilities to think in terms of furthering their education and training in these areas. Here, again, an authority in the field could be called upon every six months or so to discuss the opportunities in the related field of work. Books and pamphlets should be readily accessible to the boys and group discussions should be scheduled. The group leader ought to have on hand a list of the names of schools that teach these subjects, information about the requirements for job-training, and the types of jobs available.

Library

Fortunately, the Club's two libraries are well equipped with hundreds of volumes of books. (Since the Pitt Street Building does not have a library, serious thought should be given to providing an area there for shelves for books and pamphlets.) One section of each library should have a collection of pamphlets, vocational and educational material, and catalogs of all types of schools and colleges. Literature of this type can be obtained through the education office. Furthermore, more boys should be persuaded by staff members to seek information in the library. Announcements of various Civil Service jobs, information about scholarship opportunities, and school and college admissions testing dates should also be posted in this section.

CONCLUSION

These are just a few suggestions about what might be done to impress the Club's members with the necessity for acquiring as much education as possible. Staff members should add their own ideas as new thoughts arise. The success of the results will depend upon the conscientious cooperation of all the staff members and volunteer leaders.

One thought to keep in mind is that we should avoid telling a boy what he should do. Our principal purpose should be to help boys to understand themselves better and to prepare themselves for the responsibilities they will have to bear when they enter the adult world. As each individual boy becomes aware of his interests, realizes his capabilities, and begins to develop a wholesome attitude, he will then be better able to help himself and, hopefully, to use his energies to achieve worthwhile educational, vocational, and citizenship goals.

THE BOYS' CLUB OF NEW YORK

PROGRAM DESIGN - WHO? --------- ME?

TO OUR LEADERS

In ten years your boys will be grown-up. Have you ever wondered what kind of persons they will be then? Will they be ashamed of what they are or proud?

When men build a bridge they draw plans and figure on materials and labor. When the bridge is done it is just what they planned at the beginning.

Boys can plan their lives the same way and become the kind of men they want to be. But too many never give it a thought; they just drift; and when they are older, they wonder why they haven't gotten anywhere.

Here, on the following pages, are some ideas that you can share with your group. It will help them face some questions that are important to their success and happiness.

Read it and talk it over with your boys: If you can help your boys to be the kind of a person they really want to be, you will have indeed attained the goal this program was designed for.

DO YOU WONDER!

WHY ----- Some people are always in trouble; but others never have to worry?

WHY ----- Some people are always poor? but others always seem to have money?

WHY ----- Some people keep working at the same job? but others move up and get good ones?

WHY ----- Some people are mean? but others are friendly?

WHY ----- Some people are sick so ofter? but others are always healthy?

WHY ----- Some tough characters get ahead? but good folks just get along?

Is it all luck?

or can you do something about it?

YOU WONDER!

WHAT ABOUT YOU

You're a human being --- not just an animal;

You can see, and hear, and smell, and taste, and feel --
so you can know what's going on around you;

You can think, and learn, and imagine, and reason --
so you can understand things;

You can decide what you want to do --
and do it;

You can look ahead for yourself --
and plan for the future;

You can be somebody --

If you want to --

BUT -- it depends on you

WHAT ARE YOU

You're an individual -- a person -- but you're more than that -- your're part of a family. Back of you are more individuals -- parents, grandparents, great-grand-parents, -- ancestors.

What good are ancestors? -- Well, you wouldn't be alive if it weren't for them. -- They gave you life; from them you inherit your abilities.

Let's see, -- how many ancestors do you have in twenty generations? -- 2 parents, 4 grandparents, 8 great-grand parents, 16 - 32 - 64 - 128 - 256 - 512 - 1,024 - 2,048- 4,096 - 8,192 - 16,384 - 32,768 - 65,536 - 131,072 - 262,144 - 524,288 - 1,048,576. Over a million, and you're only back to 1300 A.D. -- But lots of your ancestors are the same as your brother's, and your cousin's, and other people's. -- None of us can be so very different with so many of the same ancestors. -- No wonder we're more alike than different!

Of course, it doesn't stop with you, -- some day you'll be an ancestor. You'll be part of that million. -- It's sort of like the Olympic relay when a man takes a lighted torch from the runner behind him and runs to pass it on to the runner ahead of him, -- He is the link in the long chain.

So you're important in your turn, just as each of your ancestors was important in his day! You're an individual, but you're part of a great chain of human life.

ONLY ONE PERSON CAN STOP YOU

Not your parents -- they might be fine, just so-so, or not so good; -- they can help or hinder, -- but they can't stop you!

There was Benjamin whose father rose to be a justice of the New York State Supreme Court and sold out to the corrupt Tweed gang and abused his high office so shamefully that the legislature voted to impeach him and forced him to resign. -- BUT in spite of the father who brought disgrace to his family, the boy made up his mind to become an honorable lawyer. So well did he succeed that he became one of the truly great Justices of the Supreme Court of the United States winning the respect of all. So Benjamin N. Cardozo won fame in spite of the handicap his father put on him.

Not your teachers -- they might be all kinds -- good, so-so, or not so good -- but no teacher can stop you!

There was Thomas whose teacher said he just couldn't learn in school; so his mother taught him, and he got a job selling papers and candy on trains. But he learned from the people he met; he got interested in telegraphy, a friendly station agent taught him to send and receive, and that started him on electricity. From that simple beginning he went on to become one of the world's great inventors, -- Thomas A. Edison, who made electricity an everyday thing for people everywhere.

You're the one who really decides what you will be. If you don't try -- nobody can do it for you -- but if you make up your mind, nobody can stop you!

When it's all said and done -- it's up to you!

BUT DO YOU WANT TO?

Sure, you want to! -- There never was a young person who didn't really want to be somebody!

We like to bluff and brag and talk big about how we don't care -- we try to make people think we are bored and not interested -- sometimes we even try to make people think we are tough and bad --

But, way down deep in our hearts -- underneath all that bluff -- we do care!

We want our parents to be proud of us -- we want our teachers to think we can learn -- we want our friends to think we are smart.

When we're honest with ourselves -- we do want to amount to something --

TO BE SOMEBODY!

That's what makes life worth living!

I remember that Abraham Lincoln used to tell how his mother gave him the idea that made him work and keep trying when she said:

"Be somebody, Abe,

"BE SOMEBODY!"

THEN, HOW DO YOU START?

1) You know you've got to have a good body -- you've got to feed it, exercise it, keep it clean, rest it, and learn how to use it.

2) You've got to have a good mind, -- hands, and feet are all right as far as they go -- but it's the brain that has to guide them. -- You've got to learn how to use words and numbers, get ideas and knowledge, -- learn how to read and write and talk and listen.

3) You've got to be friends with people -- you've got to learn how other people think and why they do the things they do; -- you have to understand them and know how to work with them; -- you have to get them to like you and trust you, -- learn how to be a real friend.

4) Because you have a human soul, you've got to learn to live up to it, -- for you're a child of God, -- created in His image -- precious in His sight -- you have no right to be careless of that gift; -- that's something to live up to!

Add all these up -- and it's you! Not just the YOU that you're now, -- but the YOU that can become somebody if you work at it.

BUILDING A GOOD BODY

If you're going to be somebody -- if you're going to live and have fun and get somewhere -- you've got to have a good body -- a healthy one.

Sometimes we just naturally have good healthy bodies and sometimes we have to go out and make them healthy.

There was young Teddy, a boy whose family had money and could give him the best things -- all but good health. He had to quit school and get away where he could overcome poor health. -- So he went to the west and lived outdoors, riding and tramping and living in the rugged world of men who were building the West. -- And out there he won health and became one of America's most famous outdoor men. -- He came back and went on to become a hero in the War with Spain, Mayor of New York City, then Governor of New York, and finally Vice President and President of the United States.

But he wasn't born with that health -- he had to win it for himself! Today everybody thinks of a husky, rugged outdoor man, when they remember Theodore Roosevelt.

GOOD EATING

Sometimes you eat and eat and still you're hungry. You wonder why? -- Is it because you don't eat the right kind of food? The kind that "sticks to your ribs"?

At school we've talked about food, -- the different kinds: Meat, eggs, cheese, and milk give you strength to be active and grow; -- Bread, potatoes, spaghetti, macaroni, rice, beans, corn, sugar, etc., give you fuel to "keep up steam"; -- Fresh vegetables, fruits, and nuts give you the minerals you must have to give you "pep." You need all these three kinds, -- a balanced diet.

Farmers learned long ago that they can't raise good cattle or hogs or sheep or chickens unless they give them balanced feeding. -- And it's just the same with us. -- It takes good sense in eating, getting the right kinds of food in good balance, if you expect to have a good body.

You know that football teams have training tables, and professional boxers have training camps. If they didn't get built up with the right food, all their practice wouldn't do them much good.

So good eating is important, not just what tastes good, but the kind that builds good health.

SLEEP AND REST

One of the greatest miracles of living is sleep and rest.

Sometimes you run for blocks and blocks until you think you'll drop; and stop breathless and worn out. -- Then you sit down or lie down for a few minutes and the first thing you know you're up running again just as hard as ever.

Or you run and chase all day until you're dead tired when you go to bed and sleep. -- The next morning you're fresh as a daisy and rarin' to go; ready to do it all over again.

What happens while you rest or sleep? Something goes on in your body that makes you feel new again. -- There's a real mystery!

And the strangest thing of all is how some parts of your body never seem to get rest but go on for years and years. -- Imagine your heart and lungs. -- Neither of them can stop as long as you live. -- How do they get their rest? -- Between beats or breaths. -- It's hard to believe that those little bits of rest can keep those organs in good condition.

Such a wonderful body ought to have good care, regular sleep at night, in fresh air, and rest after strenuous exercise, -- you may not know how sleep and rest restore your body but you can help them work to keep your body fit. -- That's just common sense!

CLEAN AND FIT

Animals know how to take care of themselves and keep clean, but human beings have to learn how to keep fit; -- and some never do. -- Funny, isn't it, that people higher than animals should have to learn what animals just naturally know?

You don't think much of people who are sloppy and dirty. -- Why is it, then, that you used to fight soap and water, and even today you sputter when older people tell you to clean up? -- You'll admit that you feel better when you're clean and presentable. Feeling dirty gets you down!

You may kick about washing or cleaning your teeth or taking a bath, but you know they are important for your health, -- and also for your looks. -- Being clean makes a difference in what people think of you and how they treat you. -- It might mean making new friends, or getting a good job some day, or even getting ahead.

And clothes -- sometimes you wear the craziest things they look like stuff from a dump, -- and you find yourself thinking that it's the style. -- Where do kids get such ideas? -- You know older people think we must be crazy, and sometimes you think so yourself. -- You've noticed that when kids dress like bums, they act like bums; dress flashy and they show off; dress decent and they act decent.

When you're honest, you admit you like to see people in good looking clothes; -- They don't have to be fancy, or new, or expensive. If they're clean and neat it makes you feel better in them. You're comfortable and not embarrassed. Clothes ought to help you be yourself!

RIGHT EXERCISE

Exercise is funny! Use your arms a lot and they get strong; -- sit around and save your strength and you get weak -- People who exercise their bodies get strong; people who don't, get flabby.

You've read that you have 500 muscles; some big, some little; all of them have to be developed while you're young if you expect to be strong and skillful. -- You used to think that only big, husky fellows could be athletes; but maybe they got to be husky by using what they have.

Some people are naturally big; others, small; some, tall; others, short; some, dark; others, blonde. -- So it goes. Things like that you can't change, but you can develop the ability you have by using it in harder and harder jobs.

Active exercise in sunshine and fresh air makes you feel wonderful. Our bodies were made to live outdoors, not shut up in dark houses!

Games, sports, hikes, athletics, and physical labor can really develop you if you get into them. -- Big fellows are good at some things, little guys can make good at other things. -- There is something for everybody if he will work at it. -- The kid who won't try is the one who loses out, because he won't even keep what little muscle he does have. -- Exercise is good! -- You need it -- and it's fun.

SMOKING

Suppose you never saw anyone who smoked! What would you think of a person who took dried leaves, wrapped them in paper or in a larger leaf, or put them in a pipe, -- and set fire to them, -- then sucked the smoke in through his mouth and blew it out? -- Doesn't make sense, does it? Yet millions of people do it!

It's hard to figure out. -- You've watched old men smoke and they seem to enjoy it. -- Then you've watched kids smoke and they try to make you think they like it but you know better. -- You've seen them get sick from smoking. -- And you've tried it yourself and the taste was terrible!

Lots of kids smoke to show off, -- some smoke in place of fidgeting, -- some smoke because it's style.

You've heard people say that smoking stunts growth, hurts the heart, or upsets digestion, and even causes cancer. -- And then some say there's nothing to such talk. -- What can you believe?

Well, smoking doesn't make a person healthier; -- it's not necessary to good growth; -- doctors often make people stop smoking when they are really sick; and smoking can be a dirty, disagreeable habit that is hard to stop.

DRINKING

Isn't it funny that people all over the world have figured out ways to make alcoholic liquor? They make it out of fruit, out of grain, out of vegetables, out of grass, out of wood. -- It's funnier still that they drink such liquors that make them get silly; and if they have too much, crazy drunk so they pass out. -- And all this even though everybody, yes everybody, agrees that such liquor is bad. -- How stupid can people be?

You never heard of a scientist or a doctor who ever said alcohol is a good food, or that the body needs it; -- they all say it is a stimulant to be used as a medicine only. -- Then why do people drink?

Some say they drink to cool off; others to warm themselves up; -- some say it makes them happy and relaxed; -- some say it makes them forget their troubles; some claim they drink to be polite; -- only a few drink just to get drunk.

You've read that doctors warn against regular drinking; that employers won't hire heavy drinkers; that drunken drivers kill thousands of people including themselves; that drinking parents ruin homes and children; that drinking gets people into all sorts of trouble.

Then why should smart young people drink? -- You've seen some drunks yourself; and what a terrible sight they are! You don't want to be that way; or end up sick, and dirty, and ashamed of yourself!

NARCOTICS

DOPE -- DOPE -- DOPE -- You hear too much about it on radio, and read too much about it in the newspapers. -- And kids no older than you are caught using it! Imagine that!

Now you know that doctors have to use drugs to treat diseases, but that's medicine, prescribed by a doctor and sold by a druggist. -- When drugs have to be handled like poisons, it ought to be warning enough -- they are dangerous.

They, why do people use them? -- Of course, some folks have to take them to get well, and then they keep on because they have the habit. You can be sorry for them because they fell into a trap. -- But some young folks and grown-ups deliberately start taking dope for the "heck of it," just to get a kick, or to show off. -- Then, there are folks with twisted ideas who take dope to make them forget what they are and make them think they are somebody. -- And you've heard that some guys take dope to make them nervy so they will do crazy things and commit crimes. -- They really are stupid! That's asking for trouble! -- And all these folks who use it get so crazy for it that they will lie and steal, and cheat, and even murder to get it. -- The habit has got them and they can't stop!

You think the meanest person alive is the "dope-pusher" who peddles the stuff to make money. He gets folks started so they have to have it and then uses them to get every cent he can. -- If there's anything lower than that you don't know it.

A young person who uses dope is really playing with fire. He can't win! He's really a "dope."

It's not for you!

YOUR GOOD HEALTH

Come to think of it, a human body is really wonderful, -- bones, muscles, eyes and ears, heart, lungs, stomach, nerves, brains and so on; -- all put together so they work without you ever thinking about them. You just go ahead and live!

Yet people are funny! Here they have such wonderful bodies, that mean everything to them, but they are careless and throw away their health.

The trouble is that you never know how important your body is until you're sick, and then you'd give anything to be well again. But health is a strange thing, you can't buy it, or get it back in a hurry. -- You've got to build it and keep it by common sense rules of hygiene. You know them. You've had them in school:

Good Eating

Regular sleep and rest

Keeping clean and fit

Proper exercise

Use these rules and you can keep your health; violate them and you will lose your health. -- It isn't some big thing you have to do once and for all; it's regular practice of these simple things day by day that keeps you well and let's you enjoy living.

It's life and the fun of living.

A GOOD HEAD

What makes star athletes? -- They have to have good bodies; -- but it's the brains that make the difference!

Scientists say that in proportion the back part of a human brain is about the same size as that of a fish, or a bird, or a snake, or a dog, or a horse, or a monkey, -- but only human beings have the big front part -- the thinking part. -- That is what gives us the advantage. We might call it the human part.

Some people learn to use the human part of the brain; -- some just use a little of it; -- and some never even try to use any more than the animal part.

There's the difference between -- great men, -- ordinary men, -- and lazy men.

You were born with a brain, but it has to be developed. If you learn how to use it, you can have a real mind; but you've got to develop it yourself, -- nobody can do it for you.

HOW DO YOU LEARN?

You started learning when you were born and you've been learning ever since, from everything you see and do, but the place where you really get what's important is school. -- You suppose you could learn without school, but it would be hit-and-miss, -- and you'd never be sure you did get what is important. -- Parents could help, but some of them don't know enough, -- and some don't have time. -- So you're pretty lucky to have school! -- Let's see! Some of the things you learn are:

How to read
How to write
How to speak so other people can understand you
How to count and use figures
How to know what to do as a citizen
How to choose and learn a vocation
How to look for a job
How to get along with other people
How to enjoy music, art, and dramatics
How to live as a friend with other people
How to be a good neighbor
How to understand people from other countries
How to make good

There's a list of things everybody ought to know. -- A pickup education would be pretty poor these days compared with what good schools can give you. -- Right now a few years in school can save you an awful lot of hard experience later!

You want to be smart and you need all the help you can get so You can make good and amount to something! -- That's just common sense!

LEARNING PLUS

When you're honest with yourself, you'll admit schools aren't so bad. You get a lot more things now than just what you learn, -- you have fun, -- and later you'll have even more!

There's athletics, -- football, basketball, baseball, track, swimming, hockey, and other sports; -- then there's band, orchestra, chorus, glee club, drum corps; and there's speech, debating, dramatics; -- there's the school paper and yearbook; -- there's hobbies, clubs, and trips; -- and there's the chance to be homeroom officers, and serve on committees, and maybe the student council.

You know that we learn plenty in these activities that will come in handy later on; -- You've often heard older people say that they got their start in their jobs right in such school activities.

When you think of it, what better chance could you have to try things out and see what you like? and what you're good at?

Our country pays a lot of money for school, -- over 17 billion dollars a year. -- If grown folks pay such a price, they must think it is worthwhile. -- Instead of grumbling, you ought to be grateful.

You're lucky!

WHAT ABOUT PEOPLE?

Most human beings like to be with other people, to have friends, to work with others, to have fun with folks they know. You know you do!

You guess this is natural; -- only a few people want to be alone, -- to have nothing to do with others. -- People like that must have had some bad experience that has made them dislike others.

You suppose we all start to enjoy companionship when we are little babies. -- You've noticed that they watch people, and try to attract attention by crying or making noises. They are happy when someone picks them up or plays with them. -- You guess they feel good to have someone around.

As we get older we like to play with others, young or old. Maybe we can't tell why, -- we just like it, and don't like to be lonely.

At first we learn to play and work with our own family; -- then we have playmates and friends in the neighborhood; -- later we get acquainted with people outside as we meet them at work or fun or other activities, -- and along the way we find that some people are trusted and looked up to and become leaders.

You never thought of it just like that before, but it is a natural process of learning to know others and get along with them.

If you have good friends, you're happy; if you don't, you feel as if something is missing and you hunt for something to satisfy you. Friendship is just about the best thing in the world.

PLAYING THE GAME

Tiny babies cry at first when they get their baths. -- Maybe it is frightening to them to feel water and soap; but before long they learn that water won't hurt and it feels good to be clean and dry with fresh clothes. -- So they come to like getting a bath, being the center of attention, and all; -- and what was once a scary experience becomes something they like.

You guess we all learn like that over and over again while we are growing up. -- As we learn to walk, to talk, to play, and to swim. -- In every one of these experiences there are strange new things to learn. Sometimes people may help. Maybe it's disagreeable at first, but if we are going to do things we have to learn to play the game and take the bitter with the sweet.

When a boy wants to play football it's tough going. He has to learn to block and tackle, and to be blocked and tackled. He usually has to learn with older boys who are bigger and don't care if they do hurt him. He gets banged up plenty and he may feel like quitting, but if he ever learns to play football and makes the team he has to take what comes while he learns. Millions of boys learn that way, -- the hard way.

But when he learns to play well, it's fun. He forgets the bumps and bruises, and just remembers the fun of playing on the team.

It must be that way all through life! Learning to play the game is never easy, and often pretty rugged; sometimes it may seem that older fo[illegible] are trying to beat you down. -- But that's the way boys and girls get to be men and women.

You've got to take it the way it is!

CAN YOU TAKE IT?

Sometimes mothers and fathers or big brothers and sisters are soft-hearted and think they are being good when they protect a child from bumps and bruises. You've seen it!

When he finds he can get what he wants by crying or whining he uses that trick all the time and we call him a "crybaby." -- He doesn't want to go to bed, so he cries; and they let him stay up; he doesn't like some food, so he cries and they let him eat what he likes; he cries for a toy that some other child has, and expects them to get it for him. Naturally people call him a "spoiled child."

Sometimes these "cry babies" have a tough time because people aren't around to protect them. Folks don't care whether they cry or sulk. They are apt to get "slapped down." Then they really are upset and miserable, because they don't understand that a person can't have his own way all the time. So they get to dislike other people.

Or sometimes the "spoiled brats" grow up without being cured of their babyishness, and keep on trying to have their way, so they turn out to be bullies, -- pushing other people around to suit themselves. These people start out just being selfish, but they often get mean and ugly, because they want their own way and never learn to play the game.

Are you like that? It's easy to see it in someone else, but what about you?

Can you take it?

RULES OF THE GAME

When boys play marbles, they have rules, -- and when girls play hop-scotch, they have rules.

Simple games have simple rules; and complicated games have complex rules. -- Any game worth playing has to have rules or it wouldn't be worth playing; -- there wouldn't be a game, just a lot of argument and scrapping.

If we're going to have fun and a fair game --
We have to agree on rules at the start;
They have to apply to all equally;
They can't be changed during the game;
An umpire or referee must be fair to all;
His decisions must be respected.

Some people like rules when they are in their favor; but they fight when rules go against them. -- They are the gripers who spoil a game, and nobody likes to play with them.

Games are fun when we can play by rules!

GROWN-UP RULES

Older people have to have rules for their fun and work, too. -- What a mess traffic would be without the rules of the road. Good driving is just driving according to sensible rules that people agree on. Imagine what would happen if every driver did as he pleased!

There have to be rules about buying and selling with weights and measures, prices, labels, quality, advertising, delivery, refunds, etc.

There must be rules about property and people; -- what belongs to me is mine; what belongs to you is yours; I have no right to take yours, nor have you any right to take mine unless we agree to swap; people must not hurt each other; -- strong men have no right to take advantage of the weak.

If there were no rules like those we'd never know what we were buying or selling. -- None of us could know what would happen to him or his property. -- Not even the bullies would be safe for a crowd of their victims might gang up on them in revenge.

So through their governments -- local, state, and national, -- people have thought up sensible rules of the game to make life safe and fair to all; and to make living fun instead of fearful as it would be if every man did as he pleased.

These rules of the game are laws, -- that make life worth living for all!

WHOSE PROPERTY?

People sometimes get queer ideas about property; especially if it belongs to someone else.

You've heard kids argue that it's all right to swipe apples or tomatoes or watermelons from a farmer; -- it's all right to snitch things from a store; -- it's all right to steal from people who have things you want; -- it's all right to take public property from parks and city buildings. They argue like this:

The farmer shouldn't have everything because the land should belong to everybody --

The storekeeper charges a profit so he is gouging the people --

The people who have things should share them with those who don't have any --

If public property belongs to everyone, then you're just taking your share --

Kind of stupid arguments, aren't they? If people couldn't have what they worked for, how could any of us ever get along? -- If people went around taking things from each other, what would be the use of working? Then how would we produce things to eat and wear and use?

Rules are rules. Things belong to the people who work for them and no one has a right to take them. -- Any other idea would be like traffic without rules. -- Property belongs to people. If you want things, You must work for them or buy them.

FOR THE FUN OF IT

Some kids steal for the fun of it! -- They swipe fruit from a store for the thrill of beating the owner. -- They swipe a car to prove they can beat the police and race at wild speeds, maybe ruining the car or wrecking it. -- They smash windows and street lights for the "heck of it." -- They break into a house and ruin it. -- They wreck libraries and schools and public parks. -- And some kids even think it's fun to torture animals.

Crazy fun, isn't it? You'll say when you're honest it looks just plain stupid. -- You know it's bluff and brag and show off; but it doesn't make sense!

When an elephant goes crazy, killing and smashing everything, they call him an outlaw. His own herd won't even have anything to do with him and they drive him off. -- Elephants seem to have more sense than humans sometimes.

Fun is fun -- and stealing is stealing -- and destroying things is destroying things. -- Call them by their right names and a person can see what they are. -- It's really not fun; just deviltry. And that's a good name for such things.!

WHO'S AFRAID?

You know what's right and so does your crowd, but we get into scrapes just the same. Why?

Here's the way it goes. -- You're going down the street with Bill. -- You pick up a rock and throw it at a street sign, and miss. -- Bill laughs at you, and says, "Bet I can hit it first. -- Then he laughs more and says, "If you think you're good, I dare you to smash that street light on the corner." -- And you yell, "Now you're trying to get me in trouble." -- So he shouts "Chicken! Yellow!" -- Then just to show him you're not afraid you fire away at the light. -- And we're in trouble; if the crowd is with us, it gets worse faster.

You know all you have to do is say, "No;" but what kid wants to be called "chicken or yellow?" That's the worst thing you can think of!

Say, come to think of it, you're really "chicken"when you give in to a dare. -- You do it because you're afraid of them. It would really take courage to refuse a dare that you knew was foolish.

Maybe if you stood up and said, "No" to such dares some of the crowd would stand with you.

Anyway, if you ever expect to be your own boss and decide what you want to do, you'll have to make up your own mind. If you're going to be brave in big things; you'd better start being brave in little things now.

GETTING ALONG WITH PEOPLE

Some of you kids are always in trouble with other pecple; -- sometimes it is with other young folks, sometimes it's with parents, -- sometimes it's with neighbors, sometimes with teachers, and sometimes with the police. Why is it that way?

You know you want to do something and they won't let you do it, or they don't want to do what you want to do. If it's kids, there's a fight; if it's older people, ycu get mad and try to get even. Anyway it's trouble, whoever it is. Lots of times what you wanted to do isn't so important later on when you've cooled of and think about it. But right then you're all steamed up and ready to fight!

Most parents are good to us; they give us good times and take care of us. Why don't we take their ideas? -- And neighbors are usually pretty good maybe get grouchy sometimes when we chase through their lawns, but they're friendly most of the time. -- And teachers are good scouts when you get to know them; some you like a whole lot. -- And even the cops are friendly if you know them; and they have to do a job to keep things peaceful.

Then why do we fight them?

Maybe we're so stubborn about what we want to do that we can't see how it looks to other folks. You've often thought people do crazy things when you don't understand them. Then when you see why they do what they do, it makes sense.

The smart thing is to look at it from the other fellow's point of view and not just your own.

HOW ABOUT RELIGION?

Religion is strange and wonderful, -- strange because it's sometimes hard to understand, and wonderful because of what it does to people.

Believing in God isn't hard; -- how can you explain all the wonderful things in the world any other way? -- There had to be a Creater, and a good Creator wouldn't go off and let His creation go to smash. -- Great teachers have said that man is a child of God; and saints have lived to prove that it's true. -- If a few men and women can live such godly lives, then why shouldn't the rest of us try to follow them?

You've read that scientists have never found a people without some form of religion. -- All the people that ever lived can't be wrong. -- And people so naturally turn to God when they are happy or need help that it must be true today, too.

The people who settled America brought their religion with them; -- all the different kinds, -- and here each man has a right to worship as he chooses. -- Most of our great leaders were religious men. -- Our two greatest presidents, Washington and Lincoln, were God-fearing men who weren't ashamed to ask God's help. -- Lincoln said, "A man is tallest on his knees."

Young folks can't expect to know all there is about religion right away. -- But they can learn; and they can practice what they know. -- It makes you better and stronger when you feel that God is with you!

WISE FOLKS PLAN

All young folks want to grow up! Think of things you want to do, and what you want to be. -- Some kids never do anything but dream about it; others make plans for the future, and try to do things now that will help later.

SOME DAY YOU'LL WANT A JOB ---

You often watch people going to work and wonder how they knew what they wanted to do, how they got their jobs, and how they got started. -- With all the thousands of jobs how can you know what you want? Maybe you can talk to people in different jobs, or watch them work. -- Maybe you can get a part-time job to see how you like it, and give it a try.

Of course, you guess you ought to do what you're good at. An engineer certainly would have to be good at mathematics; and an editor would have to be good at language. A fellow would be foolish to try to be a machinist if he did not like shop work. Doctors and lawyers and teachers and all the rest should be good in their own line.

No matter what you decide to do you have to get a job, that means you'll have to ask for it. You'll go to the boss or employment manager, and he will look you over, see what kind of a person you are, and whether he would want you working in the office or plant. You expect he'll ask you questions and want you to fill out an application blank.

How can you fill out such a form unless you have the right things to put down. -- You know you can't bluff or lie; that would mean trouble later when they found out the truth. -- There is only one answer! -- You'll have to start making your record now and prove by what you do while you're growing up that you're the kind of a person people want to hire. --

You'll have to live your record before you can write it.

SOME DAY YOU'LL WANT A HOME -

You'll have a house when you grow up; you wonder what it will be like! -- Sure you'd like a nice house and furnishings so you can entertain your friends and be proud of it. -- But that part isn't as important as the people in it, -- the husband and wife.

Two people who like each other, who learn to respect each other, and more than that, who love each other, and enjoy working together, having fun together, and even going through trouble together.

You've seen enough of marriage to know that it is not just dancing and moonlight and fancy clothes. -- You want a partner who is good, who is liked by other people, who is friendly and you can believe in. -- Marriage is more than the wedding; it's living together happily; "for better, for worse." -- Some don't make a go of it, but they're the ones who don't think about what it means.

And children? -- You hope so, that's the way life is. You wonder what kind of children you'd have? Would they be <u>like</u> you? -- Would you want them to? -- You wonder what kind of a kid you were, -- a nagging whining brat, a fresh kid that made trouble, or a friendly youngster that people like? -- You wonder if your parents were ashamed of you or proud of you? -- You'd certainly want to be proud of your children and have them be proud of you!

But that depends on you; what you are and how you act will have a lot to do with it. You've got to be the right kind of a person yourself!

SOME DAY TROUBLE WILL COME -

Then how will you take it?

Sickness and sorrow, disaster and death come to all people sometime; not just to the bad ones; good folks suffer, too. --- Why? -- You don't know, but you guess the important thing is how you take it!

You know some people whine about their troubles as if nobody else ever had any. -- You've seen people get mad when things go wrong and take it out on the people around them. -- Then, some folks seem to take what comes quietly, like good soldiers, and win everybody's admiration by the way they take their troubles.

You wonder how you'd take trouble? -- You'd want to have people admire you, not be disgusted with you. -- But that depends on you; and the kind of a person you are.

When trouble comes you'd like to have friends who will stick with you. -- How do you make friends like that? -- By being that kind of a friend. -- So it's right back to you again!

And you'd like to have a religion that will help you go through trouble; but you know you can't wait till you get into trouble.

You'll have to meet trouble and sickness with what you have in you; and that kind of strength comes from living now with a thought for the future!

AND MAYBE SUCCESS?

How will you take that?

Some people win success, get to be important, and hold big jobs; then, -- bang! they go "High-hat," and forget their friends and the help they had along the way. -- They think they have all the answers and everybody should do what they want. -- Success goes to their heads!

Then, there are people, real folks, who never are changed by success. -- Their old friends are still their best friends. -- They talk the same, and act the same, -- no swagger, no show off. -- Those are real people!

How will you take success? -- How do you treat people when you have a little success now? -- Do you brag and strut? -- Do you lose friends when you get ahead? -- Do you throw your weight around when you're elected to a school office or get some attention? You don't like "swell-heads" or "blow-Hards." You'd hate to be like that.

Maybe if you're a decent, friendly kind of a person as you grow up it will help you become that kind of a person later.

You like people who are real, who are respected and liked, who can take the spotlight without going high-hat.

That's the kind of person you should be!

WHAT KIND OF PERSON ARE YOU - NOW?

How Do You Look To Yourself?

Alert	or	Bored
Observant	or	Inattentive
Active	or	Lazy
Good-natured	or	Touchy
Friendly	or	Snobbish
Orderly	or	Messy
Bighearted	or	Mean
Steady	or	Changeable
Thoughtful	or	Impulsive
Attractive	or	Repulsive
Careful	or	Careless
Reasonable	or	Unfair
Quiet	or	Talkative
Resolute	or	Wavering
Healthy	or	Ailing
Skillful	or	Bungling
Honest	or	Deceitful
Respectful	or	Impudent
Generous	or	Stingy
Cheerful	or	Complaining
Courageous	or	Timid
Cautious	or	Rash
Modest	or	Vain
Reserved	or	Boastful
Courteous	or	Rude
Thankful	or	Ungrateful
Forgiving	or	Revengeful
Temperate	or	Self-indulgent
Clean	or	Sloppy
Considerate	or	Overbearing

What would you like to be?

HOW CAN YOU BE SOMEBODY?

Sometimes things go fine; and other times you have trouble everywhere. -- You often wonder what you can do?

Your mother and father bawl you out for what you do and what you don't do. -- It doesn't make sense to you. -- They don't understand you and you don't understand them. -- You try to please them, but nothing you do is right, and you get to feeling that there is no use trying.

This business of growing up is tough!

Older people are good at heart, but they are so taken up with what they want to do that they don't see how things look to young folks. -- And you suppose young people don't see things as older people do.

You often wish you had some person you know well, who knew you, and could talk to you. -- There are lots of things you don't understand. -- You'd like to ask about such things. -- Somebody has the answers. -- But how can you find out if you don't have anybody to talk to?

You wonder if you could find some older person you could talk to? -- Young folks are all right but they don't know much more than you do! -- Could you find a friend with whom you could be natural, just yourself, and not have to worry about how he will take what you say or do?

Could it be -- your Mother or Father? a teacher? the pastor or rabbi? a club secretary? a neighbor? the policeman on the beat? You wonder!

A real friend, a councellor, -- that's what you need!

THIS GREAT LAND

It isn't the farms, or the coal, or the iron, or the oil, or the factories that made America great; -- it's the people!

People who wanted freedom and the right to live and be happy! English, Dutch, French, Spanish, Irish, German, Negro, Greek, Italian, Polish, and many more, -- who have come here in the last three hundred years. First along the Atlantic coast, then pushing out across the prairies and wilderness and mountains to build new homes. -- They were the trail-blazers!

Builders -- who gave us railroads, automobiles, airplanes, electricity, atomic energy, -- one miracle after another because everyone was trying to make something better for himself and his neighbors.

Soldiers, sailors, and airmen -- who fought for freedom and kept it for us, because they dreamed of a land where tyranny could never dwell.

Statesmen, teachers, doctors, artists, writers -- and many others who gave us the finer things of life so all could be happy.

Fathers and mothers, generation after generation, who gave their children better and better things and opportunities without limit.

And all this American life is not just for a few rich people or privileged; -- but for everybody!

WHAT CAN YOU DO?

When you think of what Americans of other days have done for us, it makes you want to do great things, too. -- But what can you do? -- You're just one person and not very important. -- But maybe they thought the same thing!

George Washington was a widow's son who had to go to work as a boy. -- Abraham Lincoln was so poor he often had no decent clothes and not much food. -- Benjamin Cardozo was a crooked judge's son. -- Thomas A. Edison was put out of school because the teacher thought he could not learn. -- Henry Ford was called a "crack-pot mechanic." -- Wilbur and Orville Wright were sons of a humble minister earning their living by repairing bicycles. -- Dwight Eisenhower was so poor that he had to work to stay in school.

Maybe they thought they didn't count! -- But they made good in spite of handicaps; -- so good we never will forget them.

Perhaps you can't be a Washington or a Lincoln or a Ford or any of the others, but you can make good in your own way.

That's what counts after all! If they did it, you should be able to do it, too!

YOU CAN BE SOMEBODY!

THE BOYS' CLUB OF NEW YORK
PITT STREET BUILDING

HOW TO "SELL YOURSELF" TO AN EMPLOYER

Introduction:

The following program can be introduced to boys 14 years of age and older. The purpose of this program is to guide young boys in their pursuit of full-time or part-time employment.

The Boys' Club of New York will not serve as an employment agency but will direct interested members to resources where employment may be found.

The goal of this program is to provide a source of communication between its professional staff, volunteers and its members. Once communication is established many informal discussions can develope on an individual basis. This would possibly open the door for a continuing on-going program.

THE PROGRAM:

Session I

Resources To Use In Looking For A Job.

Never put all your eggs in one basket and never rely on any one source for a job. The more lines you have out, the better. Use as many of the following as possible;

1. "Help Wanted" ads in newspapers
2. State Employment Service
3. Your school placement service
4. Commercial fee charging employment agencies
5. Employment services of welfare agencies, churches, and service, fraternal and veterans' organizations.
6. Cold canvassing (going from place to place whether you know of any job openings or not)
7. Labor organizations
8. Trade journals, papers and magazines
9. "Classified Telephone Directory" for leads
10. Insert "Situation Wanted" ads in newspapers.

Session II

How To Fill Out An Application Blank

The first thing you'll be required to do when you go to a personnel office or employment agency will be to fill out an application blank. This should be done with extreme care. After a few days of job hunting, application blanks may become a bore and a chore. You'll wish they never were invented. But don't let them get you down. A nicely done application blank often leads to a personal interview. Here are a few suggestions to keep in mind.

1. Write or print plainly. Be especially careful about your address and telephone number.
2. Be careful of your spelling.
3. Answer all questions accurately and honestly. Giving misinformation may lead to your immediate dismissal in case you should be employed.
4. Be specific as to the type of job you want. Never put down "anything." Use specific words such as "office boy," "typist," "packer," etc.
5. Be prepared to give the names and addresses (perhaps, occupations and telephone numbers) of a least three references. These are not to be either relatives or previous employers. You might use the names of your school teachers, professors, high school principal, dean, minister, guidance counselor, or Club leader. It is advisable to obtain the permission of the people before you use their names as references.
6. Be as neat as possible. Try not to have to erase or cross out words. A clean and orderly looking application blank is a reflection of the person who fills it out.

Session III

The Personal Interview

The personal interview is the most important part of the job getting process. It is the point at which you are either hired or not hired. Therefore, it is well to prepare yourself properly before meeting your prospective employer or his personnel representative face-to-face. Now we will deal with various aspects of getting ready for the interview:

Personal Appearance (standards for office, clerical and sales positions)

Hair: Clean, trimmed, well-groomed, no long sideburns, and avoid the use of cheap hair preparations.

Face: Soap-and-water clean, skin clear, clean shaven, and no unbecoming mustache.

Teeth: Properly brushed, in good repair. Avoid unpleasant breath.

Cleanliness: Clean underwear, bathe daily in warm weather, and a body deodorant, if necessary.

Shirt: White and well pressed. Wear conservative tie and have shirt buttoned at neck.

Suit: Conservative style and color, clean and well pressed. Sports clothing is not recommended when applying for office positions.

Hands: Clean and smooth. Nails clean and trim.

Posture: Stand and sit tall, head erect, back straight, abdomen flat, toes parallel when walking.

Socks: Fresh daily, no holes, well-fitted and supported.

Shoes: Well shined, well fitted, no run-over heels.

Note: Personal appearance standards are not as high for jobs in factories, garages, laundries, stockrooms, print shops, etc. However, it is never advisable to wear "zoot" suits, "peg" pants, and such likes. The common sense rule in applying for most jobs is to "dress so that you can start work immediately."

Things To Take With You (to the personal interview):

1. Social Security card.
2. Birth or baptismal certificate.
3. Draft card.
4. A "pledge of employment" form, if you still require working papers.
5. Discharge papers, if you were in the Service.
6. One or two letters of recommendation (photostats will do).
7. School or college transcript.

You may not be asked to show any of the above during the personal interview, but it is best to have them with you. There is no need to show them unless requested to do so.

The purpose of the personal interview is to exchange information. The company wants to know all about you, and naturally, you will want to know something about the company for which you may work. Both you and the company want to be sure that the job fits you, and you fit the job.

Questions You May Be Asked

1. Are you planning to continue your education? (For example, by home study or by going to night school or college.)
2. What is your objective? Vocationally, that is. Be specific when you answer this question. Of course, you are at liberty to change your vocational objective from time to time.
3. Why do you want to work for "our" company?
4. What salary are you interested in?
5. In what activities did you take part in school?
6. What are your hobbies or special interest?
7. What is the occupation of your father?
8. What newspapers and magazines do you read?
9. Who referred you to us? (Give name of agency or individual.)
10. What is your draft status?

And Now - The Interview Itself

1. Go alone. Leave your mother, girl friends, boy friends and everyone else at home. Nothing will weaken your case so much as having other people traipse along with you.

2. Arrive a few minutes before the appointment. This will give you a chance to sit down, catch your breath, and get into a relaxed mood.

3. Never enter an office chewing gum or smoking. It is all right to smoke during the interview, if the employer "lights up" first.

4. Be seated only when told to do so. (Sometimes an employer will not ask an applicant to be seated, since it tends to prolong the interview.)

5. Be sure to remove your hat.

6. Be cheerful and pleasant but avoid forced giggling and laughing.

7. Be conservative, but confident, in estimating your abilities. It is always wise to promise a little less and then produce a lot more.

8. Don't beg or plead for the job because you have a lot of poor or sick relatives to support or bills to pay. So does everyone else. You should try to get the job on your own merits.

9. Be relaxed. Look into the interviewer's face when you speak. Try not to fiddle around with keys, pencils, etc.

10. Be accurate and specific in answering questions. If you will be 18 years of age two months from now, you are not 18 now. Clear?

11. Don't talk too much. If you didn't graduate from high school, you didn't. No need to spend half an hour telling why. Don't complain too much about previous employers or other people. No one likes a griper. Don't be afraid to admit that you may have some faults, too.

12. There's no need to be overly over-polite. No need to be saying "yes, sir" and "no, sir" or "thank you" all the time. Too much of that gets to sound awfully insincere after a while. Avoid the use of flattery.

13. Don't place too much emphasis on salary, increases, overtime pay, pensions, sick leaves, free lunches, paid holidays, bonuses, and vacations.

14. Be prepared to take an intelligence or aptitude test. This is now a standard part of the hiring procedure with many companies.

15. When the employer wants you to leave, he will drop some gentle hint or suggestion which you will easily recognize.

16. Thank the employer for the interview whether you get the job or not.